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2006

Meeting Minutes

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1-10-2006

# January 10, 2006

Civil Service Council

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# Civil Service Council Minutes

## January 10, 2006

### Members Attending

Angie Campbell, Tami Duzan, Paula Embry, Brad Green, Heidi Hawkins, Jerilyn Hutson, Dennis Malak, Susan Mathews, Kathy Murphy, Carlene Schaefer, Lisa Standerfer, Jenny Stout, Janet Werden

### Others in Attendance

Julia Abell

### Members Absent

Julie Benedict, Cheryl Clapp, Allen Clayton, Michelle Morgan, Lionel Sanders, Julie Wilkerson

President Jerilyn Hutson called the January meeting to order.

The December minutes were approved. (Embry/Standfer)

Julia Abell, Planning and Institutional Studies, reported on the EIU Day at the Capitol scheduled for February 8<sup>th</sup>. Teams of 3 to 5 staff/students/faculty will meet with representatives and distribute fact sheets and booklets about EIU. The different Colleges will choose what they want to highlight or showcase. Last year EIU took 130 to 150 to the capitol, this year the number will not include as many students. Contact Julia at 581-5023 no later than February 7<sup>th</sup> if you wish to attend. The bus will leave at 7:30am and return to campus by 4:00pm. Box lunches will be provided during the trip back to EIU. Whether you use a vacation day or not is up to your supervisor. Some supervisors say that you are representing EIU, so you do not need to use a vacation day.

Susan Mathews indicated that she will attend.

### EAC Report

Julie Benedict not in attendance.

### Committee Reports

Personnel/Grievance		Nothing new
Legislative	Susan Mathews	Nothing new
Environmental Health & Safety	Heidi Hawkins	
Recycling	Steve Lane	Heidi Hawkins reported on recycling
Financial Report	Paula Embry	No changes

**Recycling** – Heidi Hawkins reported on Allan Rathe's newest recycling efforts. EIU is competing with 58 other universities. The schools compete in different contests to see which institution can collect the largest amount of recyclables, the least amount of trash, and have the highest recycling rate. The main goal of this event is to increase student awareness of campus recycling and waste minimization. The contest runs from January 29 through April 8, 2006.

Check out additional information at: [www.recyclemaniacs.org](http://www.recyclemaniacs.org)

FYI: Central Stores has an area with big containers for recycling. The drop area is very convenient and you may bring items from home. NO TRASH.

### Human Resources Report

Chuck Phillips was unable to attend.

### Old Business

Archive File Disposal – Cathy Kimball, Records Retention-Facilities Planning and Management, checking on what we need to store. Presently the tote is stored in the basement of Brainard House.

Bereavement leave – No clarification yet on brother-in-law and sister-in-law – if it is the employees family or includes the employee and the employees spouse. Cousins, does this include 1<sup>st</sup> cousins only or 1<sup>st</sup>, 2<sup>nd</sup> and/or those cousins twice removed?  
Supervisors across campus treat bereavement leave differently.

### **New Business**

Future guests to attend:

February 7<sup>th</sup> – Dr. Painter, Family and Consumer Sciences, documentary on “Portion Size Me”.

March 7<sup>th</sup> – Jill Nilsen, Legislative issues

Also invite Karla Evans to discuss possibilities of starting a scholarship/fund  
raising/pros.cons

April 4<sup>th</sup> – Facilities updates from Gary Reed, Steve Shrake, and Gary Hannebrink.

All student e-mails have been migrated to the new system.

A motion was made to adjourn and passed unanimously. (Schaefer/Hawkins)

The next scheduled meeting of the Civil Service Council is February 7<sup>th</sup> at 1:30p.m. in the Martinsville Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.

Respectfully submitted,

Janet Werden